



King County

IT PROJECT MANAGER III (Term-Limited) DEPARTMENT OF DEVELOPMENT AND ENVIRONMENTAL SERVICES

Annual Salary Range: \$84,112 - \$106,617

Job Announcement: 06ES6032

OPEN: 4/24/06 CLOSE: Open Until Filled

WHO MAY APPLY: This position is open to all qualified candidates and is a Term Limited Temporary (TLT) position, full-time position with full benefits.

WHERE TO APPLY: Required forms and materials must be set to: **DDES Human Resources, 900 Oakesdale Avenue SW, Renton, WA 98055, Fax 206-296-6728**. Email applications are encouraged at ddesjobs@metrokc.gov (all application materials must be included). MS Word format is preferred. Applications materials must be received by 4:30 p.m. on the closing date (postmarks are NOT ACCEPTED). **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED:

- [King County application form](#)
- Resume
- Letter of interest detailing your background and describing how you meet or exceed the requirements

WORK LOCATION: 900 Oakesdale Avenue SW, Renton, WA

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday.

PRIMARY JOB DUTIES INCLUDE: King County is looking for a high-level project manager to provide business systems analysis and project management services for a multi-year project to evaluate the need to upgrade/replace the Department of Development and Environmental Services permitting and billing systems, and also evaluate means of incorporating the various permitting and related billing systems of other departments (e.g. Health, Natural Resources, Roads, Assessor) into an integrated, county-wide business process and technical solution for permitting. The goal of this project is to provide the public and internal County agencies a seamless, transparent view of all the permitting functions County-wide. This person acts as a liaison between the various agency business units and the IT delivery unit(s) by brokering improvements to the business processes, clearly defining system solutions that meet the defined business requirements, and then ensuring that those business process changes and system solutions are put in place in a timely manner. Duties and responsibilities include:

- Provide analytic and technical expertise in conjunction with the business units and technical support staff to define improved business and financial processes.

- Lead business and financial process analysis meetings, documenting results and decisions.
- Coordinate the project to ensure the integration of permitting countywide.
- Lead technical system analysis meetings, documenting results and decisions.
- Help define creative system solutions to business and financial problems.
- Work directly with the business users and technical support staff to define and document functional specifications.
- Help to define features, user interface requirements and develop technical specification documents.
- Work with technical leads to ensure the system solution is properly implemented and meets the defined business requirements.
- Develop and maintain project management plans.
- Manage and control day-to-day project activities, issues, risks, quality, budget and team for a diverse (business and IT) project team.
- Coordinate the roles and responsibilities of the project team.
- Manage the project schedules.
- Monitor project progress and make periodic status reports to DDES and other agency management, as well as the King County Project Review Board, as required.
- Manage implementation assignments and help balance workload between available staff.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- At least five years experience as a senior level IT project manager.
- Experience managing a broad variety of IT projects.
- Ability to work on numerous projects simultaneously, often with competing priorities.
- Skill in managing a highly divergent project team with different skill levels.
- Ability to learn new business systems and processes.
- Advanced understanding of IT systems analysis.
- Ability to clearly describe processes, create functional specifications and convert business requirements into designs for system solutions.
- Strong writing and oral presentation skills.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Training as a project manager with a clearly defined methodology.
- Advanced knowledge of analytical, management and finance systems (especially Accounts Receivable)

UNION MEMBERSHIP: Positions in this classification are not union represented.

Candidates must submit all required forms and documents listed above in “Forms and Materials Required”. Unless otherwise specified, a resume alone will not substitute for the required forms. Initial screening will be based on a review of these materials. Only individuals who pass the initial screening will proceed in the selection process.